

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
Department: Human Resources
Reports to: Human Resources Director
Status: Non-Exempt
Salary: \$13.54 to \$18.32 per hour / (\$28,163 - \$38,106) Annual
Level: 3
Opens: August 21, 2014
Closes: September 11, 2014

SUMMARY

Under direction of the HR Director, provide clerical and office support to the Human Resources Department. Provide superb customer service to both external and internal customers. Support and implement the recruitment and hiring process, from posting and advertising positions to tracking applicants and setting up interviews through the regret process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Handle the administrative assistant duties for the Director of Human Resources and the Human Resource staff.
- Screen phone calls and visitors, directing to appropriate staff. Serve as liaison to employees, tribal members, job applicants, visitors, outside agencies and the public concerning basic departmental information or complaints.
- Manage general office functions, including office machines (toner, paper, etc.), general office cleanliness, mail, office supply inventory, submit and track purchase orders.
- Implement recruitment and hiring procedures for open positions including:
 - Advertising, posting positions in the appropriate media and organizations
 - Screening applications/resumes and tracking applicants. Coordination and scheduling of applicant interviews. Preparation of interview packets.
 - Implementing the process for regret letters and correspondence to applicants and interviewing candidates.
 - Preparing offer letters as directed and scheduling and coordination of orientation.
- Maintain employee database system; scanning of all HR employee paperwork and notification to payroll
- Maintain all employee personnel files, including archived files. Set up files on all new personnel and assign employee numbers. Record changes on all employee status as necessary (i.e. change of address, departmental transfers, rate increases, terminations, etc.).

- Conduct new employee orientations to the LTBB handbook and new employee paperwork.
- Enter new hire information in Michigan reporting website.
- Verify identification and complete I-9.
- Create employee IDs and maintain ID system.
- Maintain Department calendar.
- Track and verify unemployment claims and hearings.
- Schedule meetings, conferences and appointments for HR staff as requested; arrange with accounting necessary travel reservations and itineraries; anticipate and prepare background materials needed.
- Support HR and LTBB sponsored events by participating in the planning and execution of events as requested.
- Performs other similar or related duties as requested or assigned.

OTHER SKILLS AND ABILITIES

The employee must have above average computer knowledge, general clerical skills including typing, filing, and multi-line phone system. The employee must have the capability to maintain the highest level of confidential information, have a clear and understandable speaking voice and be able to handle multi-task. Proficient use of office machines (copier, fax, etc.) is required. Must possess strong interpersonal communication skills both verbal and written along with proven experience in customer service.

EDUCATION AND EXPERIENCE

Associates degree and two years of human resources, administrative, or clerical experience required. Equivalent combination of education and experience may be considered.

WORK ENVIRONMENT

Fast paced multi-tasking environment, sitting for long periods of time, bending, lifting, and reaching. Position is full time with limited weekend and after hours work required.

COMMENTS

Indian Preference will apply.

